

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

September 1, 2010

California Regional Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612
Attn: Sue Ma

**Subject: Storm water Pollution Prevention Program
July 1, 2009 – June 30, 2010**

Dear Sue Ma:

The attached documents represent the Town of Portola Valley's July 2009 – June 2010 deliverables as described in the Municipal Regional Stormwater permit

This report, as well as our previous hot spot ID submittal and participation in the regional monitoring collaborative, were developed and submitted in accordance with the following certification standard:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

If there are any further questions, please contact me at 650-851-1700 ext. 214.

Sincerely,


Howard Young
Public Works Director

Attachments: Deliverables July 2009 – June 2010
Town Manager Authorization Letter

CC: Leslie Lambert, Planning Manager
NPDES file

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

Date: August 31, 2010

Mr. Bruce Wolfe
Executive Officer
San Francisco Bay Regional Water Quality Control Board
1410 Clay Street Suite 1400
Oakland, CA 94612

Subject: Notification of Duly Authorized Representative for Town of Portola Valley

Dear Mr. Wolfe:

This is to document the person or position and alternate(s) that I am authorizing to represent the Town for signing and certifying municipal regional stormwater NPDES-permit required reports for submittal to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) and signing and certifying responses to other information requests from the Regional Water Board.

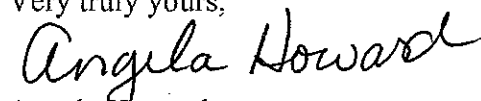
The following person or position (any person who occupies this named position) is duly authorized by me to sign and certify stormwater required reports for submittal to the Regional Water Board or authorize the City/County Association of Governments (C/CAG) of San Mateo County to sign and certify countywide/regional reports and studies prepared on behalf of the city.

Primary: Public Works Director position, currently Howard Young
Alternate: Planning Manager position, currently Leslie Lambert

As describe above, the person or position and alternate(s) listed above are also authorized to direct C/CAG's Executive Director or San Mateo Countywide Water Pollution Prevention Program's Stormwater Coordinator to sign and certify reports prepared by the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) or Bay Area Stormwater Management Agencies Association (BASMAA) on behalf of the city. This authorization for the submittal of countywide and BASMAA reports will typically occur by an affirmative vote of my duly authorized representative or alternate at the Countywide Program's Stormwater Technical Advisory Committee meetings, but the authorization may also be obtained through email, telephone, face to face contact, or other method of communication.

This notification will remain in effect until it is changed by me or my successor.

Very truly yours,



Angela Howard
Town Manager

Cc: Howard Young, Public Works Director
Leslie Lambert, Planning Manager

TOWN of PORTOLA VALLEY

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September 1, 2010

San Francisco Bay Regional Water Quality Control Board
1515 Clay St., Suite 1400
Oakland, CA 94612
Attn: Sue Ma

Subject: Construction Inspection Certification July 1, 2009 – June 30, 2010

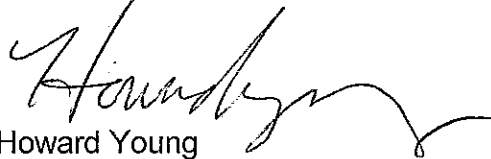
Dear Sue Ma:

As required by our performance standards for construction inspection and as described in the San Mateo Countywide Stormwater Management Plan, the Town of Portola Valley requires that each active construction site be stabilized to minimize erosion and sediment discharges from disturbed areas, and oversees inspection of these sites to ensure these requirements are met.

I certify under penalty of law that all active construction sites within our jurisdiction have been inspected to ensure erosion and sediment control requirements have been met prior to the beginning of the wet season. The inspections have been performed under my direction or supervision in accordance with a system designed to ensure qualified personnel properly inspect the sites and evaluate and communicate the information. This certification is based on my inquiry of the person or persons who supervise the qualified inspectors, or those persons directly responsible for conducting the inspections.

If you have any questions, please contact Howard Young at 650-851-1700 x 214

Sincerely,

A handwritten signature in black ink, appearing to read "Howard Young", with a stylized flourish at the end.

Howard Young
Director of Public Works

FY 2009-2010 Annual Report
Permittee Name: Town of Portola Valley

ATTACHMENT B

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Permittee Name: Town of Portola Valley in San Mateo County

Section 1 – Permittee Information

Background Information					
Permittee Name:	Town of Portola Valley				
Population:	4500				
NPDES Permit No.:	CAS612008				
Order Number:	R2-2009-0074				
Reporting Time Period (month/year):	July / 2009 through June / 2010				
Name of the Responsible Authority:	Howard Young			Title:	Public Works Director
Mailing Address:	765 Portola Road				
City:	Portola Valley	Zip Code:	94028	County:	San Mateo County
Telephone Number:	650-851-1700		Fax Number:	650-851-4677	
E-mail Address:	hyoung@portolavalley.net				
Name of the Designated Stormwater Management Program Contact (if different from above):	Same as above		Title:		
Department:	Public Works				
Mailing Address:	Same as above				
City:		Zip Code:		County:	
Telephone Number:			Fax Number:		
E-mail Address:					

Section 2 - Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town of Portola Valley is a small rural Town that consists of mainly residential neighborhoods. It has a population of approx. 4,500. The Town staff only consist of 13 employees.

The Town performed its annual winterization inspections at each private development site per standards. BMP's and erosion control as discussed at all pre-construction meetings prior to work by a private contractor. There were no projects over 1 acre. BMP's and erosion control are enforced on any public projects as required.

The Town held its annual hazardous household clean up day in October.

The Town continues to perform litter pick up, leaf removal, drain inlet inspection, creek inspection, and street sweeping.

The Town continues to contract with San Mateo County Environmental Health Department to perform Industrial inspections on behalf of the town.

There were no major violations or discharge.

The Town stopped using chemical weed control along our roads last year in an effort to be more environmentally friendly.

The Town is a member of the San Francisquito Watershed Group and participates at regular meetings, assists with volunteer clean up days and weed abatement days. We have an annual educational outreach and creek walk with residents who live along the three creeks in our Town.

Town staff continues to attend NPDES Technical Advisory Committee meetings and New Development subcommittee meetings.

The Town has been pro-active about BMP's, erosion control, water quality and sustainability for many years.

Staff believes the program we have is effective.

Permittee Name: _____

C.2.a. ► Street and Road Repair and Maintenance

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and provide explanation in the comments section below:

X	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
X	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
X	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:

These are standard procedures written into our contract documents**C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing**

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

X	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
n/a	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing.**

Permittee Name: _____

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of these BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
<input checked="" type="checkbox"/>	Control of discharges from graffiti removal activities
<input checked="" type="checkbox"/>	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
<input type="checkbox"/>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal

Comments: **The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. We do not have any sidewalks and do not do any pressure washing.**

C.2.d. ► Stormwater Pump Stations

Does your municipality own stormwater pump stations: ☐ Yes ☒ No

If your answer is **No** then skip to **C.2.e.**

(For FY 10-11 Annual Report only) Complete the following table for dry weather DO monitoring and inspection data for pump stations¹ (add more rows for additional pump stations):

Pump Station Name and Location	First inspection Dry Weather DO Data		Second inspection Dry Weather DO Data	
	Date	mg/L	Date	mg/L
n/a				

(For FY 10-11 Annual Report only) Summarize corrective actions as needed for DO monitoring at or below 3 mg/L. Attach inspection records of additional DO monitoring for corrective actions:

Summary:

Attachments:

¹ Pump stations that pump stormwater into stormwater collection systems or infiltrate into a dry creek immediately downstream are exempt from DO monitoring.

FY 2009-2010 Annual Report

Permittee Name: _____

C.2 – Municipal Operations

(For FY 10-11 Annual Report only) Complete the following table for wet weather inspection data for pump stations (add more rows for additional pump stations):

Pump Station Name and Location	Date (2x/year required)	Presence of Trash (Cubic Yards)	Presence of Odor (Yes or No)	Presence of Color (Yes or No)	Presence of Turbidity (Yes or No)	Presence of Floating Hydrocarbons (Yes or No)
n/a						

Permittee Name: _____

C.2.e. ► Rural Public Works Construction and MaintenanceDoes your municipality own/maintain rural² roads:☐

Yes

☒

No

If your answer is **No** then skip to **C.2.f.**Place an **X** in the boxes next to implemented BMPs to indicate that these BMPs were implemented in applicable instances. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input type="checkbox"/>	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
<input type="checkbox"/>	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
<input type="checkbox"/>	No impact to creek functions including migratory fish passage during construction of roads and culverts
<input type="checkbox"/>	Inspection of rural roads for structural integrity and prevention of impact on water quality
<input type="checkbox"/>	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
<input type="checkbox"/>	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
<input type="checkbox"/>	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings
Comments including listing increased maintenance in priority areas:	

² Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

Permittee Name: _____

C.2.f. ► Corporation Yard BMP ImplementationPlace an **X** in the boxes below that apply to your corporations yard:

<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We certify that we have a current Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard

Place an **X** in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants

Comments: **We are a small rural community with 3 maintenance employees. We have a very small 0.5 acre maintenance yard. We have a trap designed into our catch basin that catches pollutants.**

If you have a corporation yard(s) that is not an NOI facility , complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Inspection Date (1x/year required)	Inspection Findings/Results	Follow-up Actions
Town Center Yard	October 12, 2009	None	None
Town Center Yard	January 4, 2010	None	None

Section 3 - Provision C.3 Reporting New Development and Redevelopment

Section 3 - Provision C.3 Reporting New Development and Redevelopment	
C.3.a. ► New Development and Redevelopment Performance Standard Implementation Summary Report	
<i>(For FY 10-11 Annual Report only) Provide a brief summary of the methods of implementation of Provisions C.3.a.i.(1)-(8).</i>	
Summary: Not required for this Annual Report	
C.3.b.v.(1) ► Regulated Projects Reporting Table	
Fill in attached table C.3.b.v.(1) or attach your own table including the same information	

C.3.b. ► Green Streets Status Report (All projects to be completed by December 1, 2014)
On an annual basis (if applicable), report on the status of any pilot green street projects within your jurisdiction. For each completed project, report the capital costs, operation and maintenance costs, legal and procedural arrangements in place to address operation and maintenance and its associated costs, and the sustainable landscape measures incorporated in the project including, if relevant, the score from the Bay-Friendly Landscape Scorecard.
Summary: Not applicable. No pilot green street projects are planned within this jurisdiction.

C.3.b.v.(1) ► Regulated Projects Reporting Table
Fill in attached table C.3.b.v.(1) or attach your own table including the same information

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting
(1) Fill in attached table C.3.h.iv.(1) or attach your own table including the same information
(2) On an annual basis, provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.
Summary: The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports

FY 2009-2010 Annual Report

Permittee Name: _____

C.3 – New Development and Redevelopment

were found, this is similar and typical for the Town on a yearly basis. The Town performs winterization inspections of all sites, including those under the 10,000 sq/ft limit. Inspections are performed between Oct 1- April 15. Typical minor issues that required re-inspection are: Worn or deteriorated erosion control products

(3) On an annual basis, provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

➤ **Summary: The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. It does not have any projects that required treatment systems. Municipal staff plans to attend a 'training the trainers' workshop that the Countywide Program is planning in FY 2010/11, to prepare key municipal staff to update their municipal O&M programs and train other staff members on O&M verification requirements.**

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 1) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Project Location ³ , Street Address	Name of Developer	Project Phase No. ⁴	Project Type & Description ⁵	Project Watershed ⁶	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New and/or Replaced Impervious Surface Area ⁷ (ft²)	Total Pre- Project Impervious Surface Area ⁸ (ft²)	Total Post- Project Impervious Surface Area ⁹ (ft²)
Private Projects										
Christensen	50 Alhambra	Christensen		Single Family Residence	San Fransicquito	1.95 acres		10,895 sf	5,040 sf	5,855 sf
Illich	120 Cherokee Way	Illich		Single Family Residence	San Francisquito	1.2 acres		12,669 sf	5,787 sf	6,882 sf
Young	210 Golden Oak Drive	Young		Single Family Residence	San Francisquito	1.2 acres		11,557 sf	5,000 sf	6,557 sf
Public Projects										

³ Include cross streets
⁴ If a project is being constructed in phases, use a separate row entry for each phase.
⁵ Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.
⁶ State the watershed(s) that the Regulated Project drains to. Optional but recommended: Also state the downstream watershed(s).
⁷ State both the total new impervious surface area and the total replaced impervious surface area, as applicable.
⁸ For redevelopment projects, state the pre-project impervious surface area.
⁹ For redevelopment projects, state the post-project impervious surface area.

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
Private Projects									
Christensen	Residential redevelopment of the subject 1.95 acre property, replacing the existing single story residence with a new, partially two-story house with attached garage. Plans call for reuse of the existing driveway, with minor grading to adjust grade and width to	<ul style="list-style-type: none">Trash/recycling area is compact/efficient with majority under roof overhangsDriveway is compact/efficient. Minimum necessary for fire truck access and guest parking.3 covered parking spaces will minimize auto fluid run off	<ul style="list-style-type: none">Impervious surfaces limited to the extent possible, most of the 1.95 acres site remains natural/open space.Area of new development is kept small and limited to site area of previous house and yard.						

¹⁰ For private projects, state project application submittal date; application deemed complete date; and, final discretionary approval date. For public projects, state plans and specifications approval date.

¹¹ List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹² List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹³ List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

¹⁴ List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners’ association; O&M by public entity, etc…) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

¹⁵ See Provision C.3.d. “Numeric Sizing Criteria for Stormwater Treatment Systems” for list of hydraulic sizing design criteria (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3)

¹⁶ For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

¹⁷ For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

¹⁸ Note whether a third party was used to certify the project design complies with Provision C.3.d.

¹⁹ If HM control is not required, state why not.

²⁰ If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
	conform to driveway fire standards. Other yard improvements include swimming pool and retaining walls.	<ul style="list-style-type: none">• High efficiency irrigation systems (drip, low-flow sprinklers and smart controllers)• Silt fencing and straw wattles used at work perimeter and drain outlets.• Excess earth removed from site promptly or covered to reduce erosion• Existing driveway retaining during construction to minimize earth/debris tracked to street/storm drains• BMP's monitored during construction	<p>Development kept off steeply sloped areas.</p> <ul style="list-style-type: none">• Building footprint kept compact (partially 2 story home)• Grading kept to minimum. No large areas of excavation, cut/fill, etc.• Storm water flows to multiple rock dissipators.• Storm water is not pumped or discharged to street. Water is allowed to permeate into areas with natural vegetation at lower						

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
			<div>portion of site.</div> <ul style="list-style-type: none">Storm drainage system has been designed for future rainwater catchment.Nearly all existing trees and vegetation retained.Landscaping uses native plant species.Turf areas have been minimized. Turf selected requires reduced irrigation.Mulch will be used at landscaped areas to reduce irrigation and runoff.						

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
Illich	Redevelopment of a 1.2 acre parcel to contain mostly single story level house with attached garage, guest house, swimming pool and associated improvements.	<ul style="list-style-type: none">• Efficient landscape system irrigation• Trash storage area covered• Installation of simple infiltration system for stormwater runoff	<ul style="list-style-type: none">• Minimized impervious surface						
Young	Redevelopment of a 1.2 acre parcel to contain a single story contemporary residence with detached garage, guest house and swimming pool.	<ul style="list-style-type: none">• Minimized landscape areas, utilized efficient landscape irrigation design• Centra, covered trash/recycling storage enclosures• Dissipators for drain water	<ul style="list-style-type: none">• Reduced impervious surface area• Natural vegetation at hillside preserved• Existing trees preserved where possible• Permeable paving for part of driveway area• Reduction of one or the two existing						

C.3.b.v.(1) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Status of Project ¹⁰	Source Control Measures ¹¹	Site Design Measures ¹²	Treatment Systems Approved ¹³	Operation & Maintenance Responsibility Mechanism ¹⁴	Hydraulic Sizing Criteria ¹⁵	Alternative Compliance Measures ^{16/17}	Alternative Certification ¹⁸	HM Controls ^{19/20}
			driveway accesses						
Public Projects									

C.3.h.iv. ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Fill in table below or attach your own table including the same information.							
Facility/Site Inspected and Location	Party Responsible ²¹ For Maintenance	Date of Inspection	Type of Inspection ²²	Type of Treatment/HM Control(s) Inspected ²³	Inspection Findings or Results ²⁴	Enforcement Action Taken ²⁵	Comments
none							

²¹ State the responsible operator for installed stormwater treatment systems and HM controls.

²² State the type of inspection (e.g., annual, follow-up, spot, etc.).

²³ State the type(s) of treatment systems inspected (e.g., bioretention facility, flow-through planter, infiltration basin, etc...) and the type(s) of HM controls inspected, and indicate whether the treatment system is an onsite, joint, or offsite system.

²⁴ State the inspection findings or results (e.g., proper installation, improper installation, proper O&M, immediate maintenance needed, etc.).

²⁵ State the enforcement action(s) taken, if any, as appropriate and consistent with your municipality's Enforcement Response Plan.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

C.4.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to obtain effective stormwater pollutant control on industrial sites? ☒ **Yes** ☐ **No**

If **No**, explain: **Note that the town contracts with San Mateo County Environmental Health Department to perform Industrial inspections on behalf of the town.**

C.4.c.ii.(5) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010? ☒ **Yes** ☐ **No**

If **No**, explain: Note that the town contracts with San Mateo County Environmental Health Department to perform this on behalf of the town.

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

Note that the town contracts with San Mateo County Environmental Health Department to perform industrial, business, hazmat, and food facility inspections on behalf of the town.

C.4.b.i. ► Business Inspection Plan

(For FY 09-10 Annual Report only) Do you have a Business Inspection Plan? ☒ **Yes** ☐ **No**

If **No**, explain: Note that the town contracts with San Mateo County Environmental Health Department to perform this on behalf of the town.

The Countywide Program developed a Template: Industrial and Commercial Business Inspection Plan that could be used to create a business inspection plan. The Town will be using this also. County Environmental Health but it will develop lists of businesses that it inspects as part of its hazmat and food facility inspection programs.

C.4.b.iii.(1) ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

The Town contracts with San Mateo County Environmental Health. County Environmental Health plans to develop a list based on the businesses it

regulates. Cities should supplement this list, as needed, by additional businesses, such as those listed under the MRP's Provision C.4.b.ii.(2).

Note that the Town of Portola Valley contracts with San Mateo County Environmental Health Department to perform this on behalf of the town. They will provide.

C.4.b.iii.(2) ► Facilities Scheduled for Inspection

List below or attach your list of facilities scheduled for inspection during the current fiscal year.

Note that the Town of Portola Valley contracts with San Mateo County Environmental Health Department to perform this on behalf of the town. They will provide.

County Environmental Health plans to develop a list based on the businesses it regulates. Cities should supplement this list, as needed, by additional businesses, such as those listed under the MRP's Provision C.4.b.ii.(2). This list should include all of the facilities (Potential Facilities List, above) and an indication of which ones are scheduled for inspection in FY 10/11.

C.4.c.iii.(1) ► Facility Inspections

Fill out the following table or attach a summary of the following information.

Note that the Town of Portola Valley contracts with San Mateo County Environmental Health Department to perform this on behalf of the town. They provided the information.

	Number	Percent
Number of businesses inspected (if known)		
Total number of inspections conducted	22	
Violations issued (excluding verbal warnings) Explanation: Portola Valley has a contract with County Environmental Health, verbal warnings that are also written down in the inspection report are not excluded from this count.	1	
Sites inspected in violation	0	
Violations ¹ resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner	0	

¹ Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

C.4.c.iii.(2) ► Frequency and Types/Categories of Violations Observed

Fill out the following table or attach a summary of the following information.

Type/Category of Violations Observed	Number of Violations
Actual discharge (e.g. non-stormwater discharge)	0
Potential discharge (e.g. BMPs not in place or ineffective)	0

C.4.c.iii.(2) ► Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ¹	Number of Enforcement Actions Taken	% of Enforcement Actions Taken ²
Level 1	Verbal notice		
Level 2	Warning notice		
Level 3	Informal/formal notice		
Level 4	Legal notice		
Total			

Notes:

¹Agencies to list specific enforcement actions as defined in their ERPs.

²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.4.c.iii.(3) ► Types of Violations Noted by Business Category

Fill out the following table or attach a summary of the following information.

The Town has a contract with County Environmental Health to perform this, County Environmental Health plans to use the business categories listed in Provision C.4.b.ii(2) with the modification of combining (f) and (g) on this list.

Business Category ¹	Actual Discharge Violations	Potential Discharge Violations
0	0	0

Notes:

¹ List your Program's standard business categories.

C.4.c.iii.(4) ► Non-Filers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

no industries identified as non-filers during scheduled inspections during this fiscal year.

C.4.d.iii ► Staff Training Summary				
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

C.5.a.ii ► Legal Authority

(For FY 09-10 Annual Report only) Do you have adequate legal authority to prohibit and control illicit discharges and escalate stricter enforcement to achieve expedient compliance?

☒

Yes

☐ No

If **No**, explain:

C.5.b.ii.(4) ► Enforcement Response Plan

(For FY 09-10 Annual Report only) Have you developed and implemented an Enforcement Response Plan by April 1, 2010?

☒

Yes

☐ No

If **No**, explain:

Program Highlights

Provide background information, highlights, trends, etc. For FY 09-10 Annual Report describe steps taken to revise your program to meet new data tracking and reporting requirements.

Continued inspection of creeks and public inlets.

C.5.c.iii ► Complaint and Spill Response Phone Number and Spill Contact List

List below or attach your complaint and spill response phone number and spill contact list.

Contact	Description	Phone Number
Public Works, Howard Young	Public Works	650-851-1700

C.5.d.iii ► Evaluation of Mobile Business Program

Describe implementation of minimum standards and BMPs for mobile businesses and your enforcement strategy. This may include participation in the BASMAA Mobile Surface Cleaners regional program or local activities.

Description:

Permittee Name: _____

County Environmental Health has initiated educational outreach to mobile food facilities, and these efforts will be summarized in the portion of the Annual Report prepared by the Countywide Program.

C.5.e.iii ► Evaluation of Collection System Screening Program

Provide a summary or attach a summary of your collection screening program, a summary of problems found during collection system screening and any changes to the screening program this FY.

Description:

C.5.f.iii.(1), (2), (3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.f.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.f.iii.(2))	0	
Discharges resolved in a timely manner (C.5.f.iii.(3))	0	

C.5.f.iii.(4) ► Summary of major types of discharges and complaints

Provide a narrative or attach a table and/or graph.

The Town of Portola Valley is small and rural in environment consisting of mainly residential neighborhoods. No significant reports

Permittee Name: _____

Section 6 – Provision C.6 Construction Site Controls

C.6.a.iii ► Legal Authority*(For FY 09-10 Annual Report only)* Is your agency's legal authority adequate for C.6 compliance?
☒ **Yes**
☐ **No**
If **No**, explain:**C.6.b.ii.(3) ► Enforcement Response Plan***(For FY 09-10 Annual Report only)* Was your Enforcement Response Plan developed and implemented by April 1, 2010?
☒ **Yes**
☐ **No**
If **No**, explain:**C.6.e.iii.1.a, b, c ► Site/Inspection Totals**

Number of sites disturbing < 1 acre of soil requiring storm water runoff quality inspection (i.e. High Priority) (C.6.e.iii.1.a)	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.1.b)	Total number of storm water runoff quality inspections conducted (C.6.e.iii.1.c)
21	0	21

Permittee Name: _____

C.6.e.iii.1.d ► Construction Activities Storm Water Violations		
BMP Category	Number of Violations¹	% of Total Violations²
Erosion Control		
Run-on and Run-off Control		
Sediment Control	4	100%
Active Treatment Systems		
Good Site Management		
Non Stormwater Management		
Total		100%

Notes:

¹Count one violation in a category for each site and inspection regardless of how many violations/problems occurred in the BMP category.²Percentage calculated as number of violations in each category divided by total number of violations in all six categories.

C.6.e.iii.1.e ► Construction Related Storm Water Enforcement Actions			
	Enforcement Action (as listed in ERP)¹	Number Enforcement Actions Taken	% Enforcement Actions Taken²
Level 1	Verbal warning	5	83%
Level 2	Written warning	1	17%
Level 3			
Level 4			
Total			100%

Notes:

¹Agencies should list the specific enforcement actions as defined in their ERPs.²Percentage calculated as number of each type of enforcement action divided by the total number of enforcement actions.

C.6.e.iii.1.f, g ► Illicit Discharges	
	Number
Number of illicit discharges, actual and those inferred through evidence (C.6.e.iii.1.f)	0
Number of sites with discharges, actual and those inferred through evidence (C.6.e.iii.1.g)	0

Permittee Name: _____

C.6.e.iii.1.h, i ► Violation Correction Times

	Number	Percent
Violations fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.1.h)	6	100%
Violations not fully corrected within 30 days after violations are discovered (C.6.e.iii.1.i)	0	100%
Total number of violations for the reporting year¹	6	100%

Notes:

¹Total number of violations equals the number of initial enforcement actions (i.e. one violation issued for several problems during an inspection at a site). It does not equal the total number of enforcement actions because one violation issued at a site may have a second enforcement action for the same violation at the next inspection if it is not corrected.

²Calculated as number of violations fully corrected in a timely period after the violations are discovered divided by the total number of violations for the reporting year.

³Calculated as number of violations not fully corrected within 30 days after the violations are discovered divided by the total number of violations for the reporting year.

C.6.e.iii.(2) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:

The Town had typical BMP performance issues, consisting of worn or deteriorated erosion control materials. Similar issues to previous years

C.6.e.iii.(2) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:

Strengths: Standard Public Works inspection. Winterization letter is sent out as reminder, Public Works inspector is scheduled with each project with a permit. Inspection and follow up take place.

C.6.f ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance	Percent of Inspectors in Attendance
Howard Young		Erosion Control	1	100%

FY 2009-2010 Annual Report**C.6 – Construction Site Controls**

Permittee Name: _____

Guidance: Enter the number and percentage of your inspectors that attended the Construction Site Compliance Workshop training at the Mission Blue Center in Brisbane, on December 3, 2009. Topics covered included: MRP Provision C.6 requirements, requirements of the new Construction General Permit, the Water Board's inspection program, and construction BMPs. Enter information on other applicable training sessions, such as the State Water Board's Updated State Construction General Permit Workshop, in Oakland, on April 27.

Section 7 – Provision C.7. Public Information and Outreach

C.7.b.ii.1 ► Advertising Campaign

Summarize advertising efforts. Include details such as messages, creative developed, and outreach media used. The detailed advertising report may be included as an attachment. If advertising is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:

The following report developed by BASMAA is included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- **FY 09-10 Regional Outreach Strategic Plan – summarizes regional advertising efforts.**

C.7.b.iii.1 ► Pre-Campaign Survey

(For the FY 10-11 Annual Report only) Summarize survey information such as sample size, type of survey (telephone survey, interviews etc.). Attach a survey report that includes the following information. If survey was done regionally, refer to a regional submittal that contains the following information: **Not required for this Annual Report.**

- Summary of how the survey was implemented.
- Analysis of the survey results.
- Discussion of the outreach strategies based on the survey results.
- Discussion of planned or future advertising campaigns to influence awareness and behavior changes regarding trash/litter and pesticides.

Place an **X** in the appropriate box below:

☐ Survey report attached

☐ Reference to regional submittal:

C.7.c ► Media Relations

Summarize the media relations effort. Include the following details for each media pitch in the space below, AND/OR refer to a regional report that includes these details:

- Topic and content of pitch
- Medium (TV, radio, print, online)
- Date of publication/broadcast

Summary:

The following reports developed by SMCWPPP and BASMAA are included within the C.7 Public Information and Outreach section of the Countywide Program's Annual Report:

- **FY 09-10 SMCWPPP Media Relations Report – summarizes countywide media relations efforts**

- FY 09-10 BASMAA Regional Media Relations –summarizes regional media relations efforts.

C.7.d ► Stormwater Point of Contact

(For FY 09-10 Annual Report only, unless changes made) Provide details of website or phone number used as the point of contact. Report on how the point of contact is publicized and maintained. If any change occurs in this contact, report in a subsequent Annual Report.

Contact Summary: Town of Portola Valley Public Works and building and Planning implement the program. There are only 4 employees combined. Being a small staff, it is very easy to find the point of contact on any Stormwater related issue.

Also, the Countywide Program's website, www.flowtobay.org and phone number (650) 372-6200 is another point of contact that is publicized on SMCWPPP outreach materials and maintained by the Countywide Program. Individual agency points of contact are publicized on the website, referred to when calling into the Countywide Program phone number, and publicized on some SMCWPPP outreach materials.

C.7.e ► Public Outreach Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
 Use the following table for reporting and evaluating public outreach events

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<p>Local outreach include handouts to contractors during preconstruction meetings and public information at Town Hall lobby.</p> <p>Also the following outreach events were done on a countywide level by SMCWPPP and are included in the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009. • FY 09-10 Home Show at the Cow Palace, March 26, 27, & 28, 2010." 	<p>Preconstruction meetings with private developers and contractors</p> <p>Public events</p>	

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C.7.f. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

The Town is a member of the San Francisquito Watershed Group and participates at regular meetings, assists with volunteer clean up days and weed abatement days. We have an annual educational outreach and creek walk with residents who live along the three creeks in our Town.

During FY 09-10, SMCWPPP developed the online guide, Environmental Resource Guide of Groups and Organizations in San Mateo County with Watershed Stewardship Efforts to encourage public involvement in watershed volunteer efforts. Communication was established with each of the organizations in the guide in order to understand each of the group's needs and future collaboration possibilities. In addition, all of the organization's events throughout the year were posted on the Countywide Program's popular 'Community Events' page to publicize and encourage participation by county residents in local stewardship efforts.

C.7.g. ► Citizen Involvement Events

List the types of events conducted (e.g., creek clean up, storm drain inlet marking, native gardening etc.). Use the following table for reporting and evaluating citizen involvement events.

Event Details	Description	Evaluation of effectiveness
<p>Provide event name, date, and location. Indicate if event is local, countywide or regional</p> <p>The following report developed by SMCWPPP on the countywide citizen involvement event is included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p>	<p>Describe activity (e.g., creek clean-up, storm drain marking etc.)</p>	<p>Provide general staff feedback on the event. Provide other evaluation details such as:</p> <ul style="list-style-type: none"> • Number of participants. Any change in participation from previous years. • Distance of creek or water body cleaned • Quantity of trash/recyclables collected (weight or volume).

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Permittee Name: _____

C.7 – Public Information and Outreach

<ul style="list-style-type: none"> • FY 09-10 Coordination of California Coastal Cleanup Day in San Mateo County, September 19, 2009. <p>Through Acterra and San Francisquito Watershed Committee the Town has sponsored clean up events and weed abatement at Los Trancos Creek, Upper Alpine and Lower Alpine Road and at the Town Center.</p>		<ul style="list-style-type: none"> • Number of inlets marked. • Data trends

C.7.h. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment.

Use the following table for reporting school-age children outreach efforts.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
<p>Provide the following information:</p> <p>Name</p> <p>Grade or level (elementary/ middle/ high)</p> <p>The following separate reports developed by SMCWPPP are included within the C.7 Public Information and Outreach section of the Countywide Program's FY 09-10 Annual Report:</p> <ul style="list-style-type: none"> • FY 09-10 ZunZun School Assembly Program • FY 09-10 The Watershed Project, Creek Champions In 	<p>Brief description, messages, methods of outreach used</p>	<p>Provide number or participants</p>	<p>Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.</p>

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Permittee Name: _____

C.7 – Public Information and Outreach

Class Presentations.			

Section 8 - Provision C.8 Water Quality Monitoring

C.8 ► Water Quality Monitoring

State below if information is reported in a separate regional report. Municipalities can also describe below any Water Quality Monitoring activities in which they participate directly, e.g. participation in RMP workgroups, fieldwork within their jurisdictions, etc.

Summary

During FY 09-10, we contributed to SMCWPPP's Monitoring and Assessment Program in coordination with BASMAA's Regional Monitoring Coalition (RMC). In addition, we contribute financially to the Regional Monitoring Program for Water Quality in the San Francisco Estuary (RMP) and actively participate in RMP committees and work groups. For additional information on monitoring activities conducted by SMCWPPP, BASMAA RMC and the RMP, see the C.8 Water Quality Monitoring section of the Countywide Program's FY 09-10 Annual Report.

Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a ► Adopt an Integrated Pest Management (IPM) Policy or Ordinance

(For FY 09-10 Annual Report only) Attach a copy of your individual IPM ordinance or policy.

X

Attached

Not attached, explain below

If **Not attached**, explain:

C.9.b ► Implement IPM Policy or Ordinance

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphorous pesticides, pyrethroids, carbaryl, and fipronil. A separate report can be attached as evidence of your implementation.

Summary:

Glyphosate (round up) is used on our baseball and soccer fields and trails.

The Town stopped spraying for weed control along the sides of roads to be more environmentally friendly. Resulting in less chemical use.

C.9.c ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.

1

Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within the last 3 years.

1

Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within the last three years.

33%

Permittee Name: _____

C.9.d ► Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year?

☒

Yes

☐ No

If yes, attach one of the following:

☐ Contract specifications that require adherence to your IPM policy and standard operating procedures, OR☒ **X Copy(ies) of the contractors' IPM certification(s) or equivalent, OR**☐ Equivalent documentation.If **Not attached**, explain:**C.9.e ► Track and Participate in Relevant Regulatory Processes**Summarize participation efforts, information submitted, and how regulatory actions were affected **OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:

During FY 09-10, we participated in regulatory processes related to pesticides through contributions to SMCWPPP, BASMAA and CASQA. For additional information, see the Regional Pollutants of Concern Report submitted by BASMAA on behalf of all MRP Permittees. This Report is included within the Countywide Program's FY 09-10 Annual Report.

C.9.f ► Interface with County Agricultural Commissioners

Provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions to correct violations, if any. A separate report can be attached as your summary.

Summary:

n/a

C.9.h.ii ► Public Outreach: Point of PurchaseProvide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

The following reports developed by SMCWPPP and BASMAA summarize point of purchase outreach efforts. These reports are included within the C.9 Pesticides Toxicity Control section of the Countywide Program's FY 09-10 Annual Report:

FY 2009-2010 Annual Report

Permittee Name: _____

C.9 – Pesticides Toxicity Controls

- FY 09-10 IPM Store Partnership Program (SMCWPPP)
- FY 09-10 'Our Water, Our World' Report (BASMAA)."

C.9.h.vi ► Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

The following separate reports developed by SMCWPPP summarize Pest Control Operator outreach efforts conducted during FY 09-10:

- FY 09-10 Green Gardener Pilot-Program Training Report.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i ► Short-Term Trash Loading Reduction Plan

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed in developing a Short-Term Trash Loading Reduction Plan (due February 1, 2012).

Description:

Not required for this Annual Report.

C.10.a.ii ► Baseline Trash Load and Trash Load Reduction Tracking Method

(For FY 10-11 Annual Report only) Provide description of actions/tasks initiated/conducted/completed to gather trash loading data and in developing a Baseline Trash Load and Trash Load Reduction Tracking Method (due February 1, 2012).

Description:

A summary of the Countywide Program's accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of Program's FY 09-10 Annual Report.

C.10.a.iii ► Minimum Full Trash Capture

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide description of actions/tasks initiated/conducted/completed in implementing Minimum Full Trash Capture Devices (due July 1, 2014) within individual jurisdictions. Include information on Full Trash Capture Devices installed under Bay-area Wide Trash Capture Demonstration Project administered by San Francisco Estuary Partnership.

Description:

A summary of Program accomplishments for this sub-provision are included within the C.10 Trash Load Reduction section of the Countywide Program's FY 09-10 Annual Report

Permittee Name: _____

C.10.b.iii ► Trash Hot Spot Assessment

(For FY 10-11 Annual Report and Each Annual Report Thereafter) Provide volume of material removed from each Trash Hot Spot cleanup, and the dominant types of trash (e.g., glass, plastics, paper) removed and their sources to the extent possible. Provide required photo documentation.

Fill out the following table or attach a summary of the following information.

Trash Hot Spot	Cleanup Date	Volume of Material Removed	Dominant Type of Trash	Trash Sources (where possible)
Los Trancos Creek, adjacent to Ford Field, 3399 Alpine Road		minimal	Accumulation, litter from Sports Events held at the Baseball field	

C.10.d ► Summary of Trash Load Reduction Actions

Provide summary of new trash load reduction actions or increased levels of implementation of existing actions that were implemented after adoption of the MRP (control measures and best management practices) including the types of actions and levels of implementation, and the total trash loads and dominant types of trash removed from each type of action.

Suggested trash load reduction actions to track and report may include:

- Anti-litter Campaigns
- Anti-litter/Dumping Enforcement Activities
- Curbside Recycling Programs
- Education and Outreach Efforts
- Free Trash Pickup/Dropoff Days
- County HHW Program Activities
- Improved Trash Bin Management
- Inspection/Maintenance of Storm Drain Outfalls
- Litter Pickup and Control
- Removal of Homeless Encampments
- Solid Waste Recycling Efforts
- Source Controls/Bans/Prohibitions
- Storm Drain Operation and Maintenance
- Storm Drain Signage/Marking
- Street Sweeping Activities
- Trash Removal from Receptacles
- Volunteer Creek Cleanups

Type of Trash Load Reduction Action	Date of First Implementation	Level of Implementation (specify if level was increased after MRP adoption)	Total Trash Load Removed by Action	Dominant Types of Trash Removed by Action
Not all trash load reduction actions were tracked by 'loads removed' this fiscal year. Once the Trash Load Reduction Tracking Method is developed (see Provision C.10.a.ii), trash loads removed will be estimated for each load reduction action (as feasible).				
The Town has bi-annual clean up days for the major roadways, volunteers assist with clean up.				
The Town has regular assistance with litter pick up along major roadways.				
The Town has a contract for drop off days of large items, electronic, and				

FY 2009-2010 Annual Report**Permittee Name:** _____**C.10 – Trash Load Reduction**

medical drop off.				
The Town's Conservation Committee regularly promotes Town wide clean up.				
The Town sends annual correspondence to homeowners who reside along creeks to keep the creeks free and clear of debris.				

Section 11 - Provision C.11 Mercury Controls

C.11.a.i ► Mercury Recycling Efforts

List below or attach lists of efforts to promote, facilitate, and/or participate in collection and recycling of mercury containing devices and equipment at the consumer level (e.g., thermometers, thermostats, switches, bulbs).

Household Hazardous Waste collection day, sponsored by San Mateo County, on October 3, 2009 was held at Portola Valley Town Center.

The Town's Sustainability Coordinator works with San Mateo County Business Program to provide outreach and education for local businesses on recycling materials, lowering green house gas emissions and recycling of batteries and lightbulbs. The Town Center has a drop off for such items.

C.11.a.ii ► Mercury Collection

Provide an estimate of the mass of mercury collected through these efforts, or provide a reference to a report containing this estimate.

Amount collected: **Minor amount of batteries and lightbulbs collected.**

- C.11.b ► Monitor Methylmercury**
- C.11.c ► Pilot Projects to Investigate and Abate Mercury Sources in Drainages**
- C.11.d ► Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices**
- C.11.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit**
- C.11.f ► Diversion of Dry Weather and First Flush Flows to POTWs**
- C.11.g ► Monitor Stormwater Mercury Pollutant Loads and Loads Reduced**
- C.11.h ► Fate and Transport Study of Mercury In Urban Runoff**
- C.11.i ► Development of a Risk Reduction Program Implemented Throughout the Region**
- C.11.j ► Develop Allocation Sharing Scheme with Caltrans**

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of SMCWPPP's accomplishments for these sub-provisions are included within the C.11 Mercury Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report."

Section 12 - Provision C.12 PCBs Controls

C.12.a.i,iii ► Municipal Inspectors Training

(For FY 09-10 Annual Report only) List below or attach description of results of training municipal industrial inspectors to identify, in the course of their existing inspections, PCBs or PCB-containing equipment.

Description:

In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report.

The Town contracts with San Mateo County Department of Environmental Health to perform this for the Town and their staff is trained to perform this.

C.12.a.ii,iii ► Ongoing Training

(For FY 10-11 Annual Report and Each Annual Report Thereafter) List below or attach description of ongoing training development and inspections for PCB identification, including documentation and referral to appropriate regulatory agencies (e.g. county health departments, Department of Toxic Substances Control, California Department of Public Health, and the Water Board) as necessary.

Description:

Not required for this Annual Report.

C.12.b ► Conduct Pilot Projects to Evaluate Managing PCB-Containing Materials and Wastes during Building Demolition and Renovation Activities

C.12.c ► Pilot Projects to Investigate and Abate On-land Locations with Elevated PCB Concentrations

C.12.d ► Conduct Pilot Projects to Evaluate and Enhance Municipal Sediment Removal and Management Practices

C.12.e ► Conduct Pilot Projects to Evaluate On-Site Stormwater Treatment via Retrofit

C.12.f ► Diversion of Dry Weather and First Flush Flows to POTWs

C.12.g ► Monitor Stormwater PCB Pollutant Loads and Loads Reduced

C.12.h ► Fate and Transport Study of PCBs In Urban Runoff

C.12.i ► Development of a Risk Reduction Program Implemented Throughout the Region

State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below.

Summary

A summary of Program accomplishments for these sub-provisions are included within the C.12 PCB Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

Section 13 - Provision C.13 Copper Controls

C.13.a.i and iii ► Legal Authority: Architectural Copper

(For FY 10-11 Annual Report only) Do you have adequate legal authority to prohibit discharge of wastewater to storm drains generated from the installation, cleaning, treating, and washing of the surface of copper architectural features, including copper roofs to storm drains?

X

Yes

No

If **No**, explain and provide schedule for obtaining authority within 1 year:

Not required for this Annual Report.

C.13.b.i and iii ► Legal Authority: Pools, Spas, and Fountains

(For FY10-11 Annual Report only) Do you have adequate legal authority to prohibit discharges to storm drains from pools, spas, and fountains that contain copper-based chemicals?

X

Yes

No

If **No**, explain and provide schedule for obtaining authority within 1 year:

Not required for this Annual Report.

C.13.c ► Vehicle Brake Pads

Reported in a separate regional report.

A summary of SMCWPPP's participation with the Brake Pad Partnership (BPP) is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or the BASMAA Regional POC Report.

C.13.d.iii ► Industrial Sources Copper Reduction Results

List below or attach annotated lists or tables from your Industrial and Commercial Site Controls portion of this report, that highlight copper reduction results among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed. For FY09-10 describe below or highlight in the C.4 Evaluation portion (if provided) of this report the steps taken to revise your program to meet new data tracking and reporting requirements for implementation levels described in C.13.d.ii.

Summary

In FY 09-10, inspector training materials were developed through in-kind contributions of SMCWPPP and SCVURPPP to BASMAA. Training materials can be found in the BASMAA Regional POC Report.

C.13.e ► Studies to Reduce Copper Pollutant Impact Uncertainties

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities to can provide descriptions below."

Summary

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop regional studies to reduce copper pollutant impact uncertainties is included within the C.13 Copper Controls section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

Section 14 - Provision C.14 PBDE, Legacy Pesticides and Selenium Controls

C.14.a ► Control Programs for PBDEs, Legacy Pesticides and Selenium Controls

Revised. Description reads "State below if information is reported in a separate regional report. Municipalities that participate directly in regional activities can provide descriptions below."

Summary

A summary of SMCWPPP's efforts (i.e., participation in RMP committee and work group meetings) to develop a Control Program for PBDEs, Legacy Pesticides and Selenium is included within the C.14 PBDE, Legacy Pesticides and Selenium section of the Countywide Program's FY 09-10 Annual Report and/or BASMAA Regional POC Report.

Section 15 - Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.iii.(1), C.15.b.iii.(2) ► Planned and Unplanned Discharges of Potable Water

Is your agency a water purveyor?

☐ Yes ☒ No

If **No**, skip to C.15.b.vi.(2):

If **Yes**, Complete the attached reporting tables or attach your own table with the same information. Describe program highlights below. For FY 09-10 only, describe steps taken to revise your program to meet new monitoring, data tracking and reporting requirements.

Summary:

Not applicable, the Town of Portola Valley does not supply water. California Water Service Inc. provides water to residents.

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

The Town Council in March 2010 adopted a new Water Conservation in Landscaping Ordinance. The Ordinance is more streamlined and simplified than the State Model Ordinance and it is at least as effective as the Model Ordinance because it includes water budget parameters and values and landscape parameters that are consistent with the Model Ordinance. By using the same water budget parameters as the Model Ordinance, the Town's ordinance will be as effective as the Model Ordinance in developing landscaping water budgets. By using the same landscape parameters as the Model Ordinance, for among other things, slope restrictions and width restrictions for turf, irrigation times, and minimum mulch requirements the Town's Ordinance will be at least as effective as the Model Ordinance in achieving water savings.

The Town's Water Ordinance is designed to achieve a 25% savings on outdoor water use. The Ordinance includes a default turf restriction of 25% or 1,000 sf whichever is smaller and requires that at least 80% of the plants in non-turf landscape areas be native plants, low-water using plants, or no-water using plants (unless the applicant elects to perform a water budget).

The Town Council also adopted an Indoor Water Ordinance that applies to all new construction and permitted kitchen and bath remodels. The

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Permittee Name: _____

C.15 – Exempted and Conditionally Exempted Discharges

indoor Water Ordinance is designed to achieve a 20% water savings in indoor water use.

The Town works closely with California Water Service on outreach and education on water conservation to the community. We have regular mailings to the community.

The Town entered into an agreement with a resident of Town and California Water Service to sponsor a Native Grass Test Plot at the Town Center. The Native Grass Test Plot has been installed with several varieties of grasses that provide a selection to residents to serve as replacement of irrigated lawn areas. This has been very successful and many residents are incorporating native meadow grasses into their landscaped areas.

The Town sponsors an Earth Day Event annually where California Water Service and Town Staff and Volunteers provide outreach and education to residents on water conservation, use of native plants in landscape, recycling, water capture systems, and re-use. This has been very successful.

The Town encourages rain water capture systems, gray water systems for irrigation.

The Town conducted audits on Four Town Owned properties, including: Town Hall and Library, Town Center Landscape Areas and Fields, Ford Field and Rossotti Field. This audits were coordinated through a program offered by California Water Service and were conducted by Water Wise Consulting. Water Wise provided a Water Use Survey Report that included site descriptions, evaluation of landscape water use, water use efficiency recommendations and irrigation system inspections.

C.15.b.iii.(1) ► Planned Discharges of the Potable Water System										
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Duration of Discharge (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual (mg/L)	pH (standard units)	Discharge Turbidity ¹ (NTU)	Implemented BMPs & Corrective Actions

Notes:
¹ Monitor the receiving water for turbidity if necessary and feasible. Include data in this column if available.

C.15.b.iii.(2) ► Unplanned Discharges of the Potable Water System														
Site/ Location	Discharge Type	Receiving Waterbody(ies)	Date of Discharge	Discharge Duration (military time)	Estimated Volume (gallons)	Estimated Flow Rate (gallons/day)	Chlorine Residual ² (mg/L)	pH ² (standard units)	Discharge Turbidity (Visual) ² .	Implemented BMPs & Corrective Actions	Time of discharge discovery	Regulatory Agency Notification Time ⁴	Inspector arrival time	Responding crew arrival time

Notes:

1. This table contains all of the unplanned discharges that occurred in this FY.

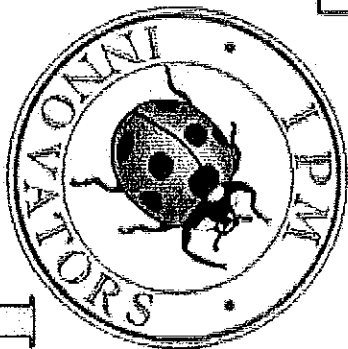
2. Monitoring data is only required for 10% of the unplanned discharges. If you monitored more than 10% of your unplanned discharges report all of the data collected.

4. Notification to Water Board staff is required for unplanned discharges where the chlorine residual is >0.05 mg/L and total volume is ≥ 50,000 gallons. Notification to State Office of Emergency Services is required after becoming aware of aquatic impacts as a result of unplanned discharge or when the discharge might endanger or compromise public health and safety.

Town of Portola Valley Model Integrated Pest Management Policy

- The Town of Portola Valley will carry out its pest management operations using Integrated Pest Management (IPM) techniques that emphasize use of least toxic chemicals and non-pesticide alternatives to the extent practicable. The Town will prioritize the search for effective less toxic pest control methods.
- The Town will maintain an IPM plan to ensure the long-term prevention or suppression of pest problems with minimum negative impact on the health and safety of the community and the environment.
- The IPM plan will apply to all Town owned facilities, including, but not limited to, parks, rights-of-way, landscaped medians, waterways, buildings and other structures; and will include pest management activities conducted by city staff as well as commercial service providers employed by the Town.
- The Town will encourage pilot projects to demonstrate landscape and structural pest control alternatives, seeking to use the most recent technology, best management practices, and least toxic methods for pest control.
- The Town will review and modify (if needed) purchasing procedures, contracts or service agreements with pesticide applicators and employee training practices to support the goal of pesticide reduction and promote the purchase and use of the least harmful chemicals.
- The Town will use appropriate venues to educate staff and the public about its IPM commitment in an effort to communicate the goals and techniques of IPM and pesticide related water quality issues.
- The Town will track city staff and service provider pesticide use and prepare an annual report that details the IPM Plan and lists the types and quantities of pesticides used, and evaluate pest control activities performed.

Note: This model policy is subject to revision by Town staff. Having a IPM policy is required by STOPPP.



California Environmental Protection Agency
Department of Pesticide Regulation

IPM Innovator

Clark Pest Control

is hereby recognized as an "IPM Innovator" for its leadership
and creativity in advancing the use of reduced-risk programs for
urban pest management.

Mary Ann Warmendau
Mary-Ann Warmendau, Director

18 March 2010
Date

